

ROUTING AND TRANSMITTAL SLIP

12 May 2010

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

Ms Shelia Mayberry, IMNE-MIG-PL

1.

Mr Ralph Sanders, IMNE-MIG-PL

2.

Ms Melissa Lynch, IMNE-MIG-ZB

3.

Mr Alan Parks, IMNE-MIG-ZB

4.

Ms Brenda McCullough, IMNE-MIG-ZA

5.

	Action		File		Note and Return
X	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate	X	Signature
	Coordination		Justify		

REMARKS

Key Points: U.S. Army Garrison-Detroit Arsenal-Policy for Shipping and Receiving Training Aides, Dummy Munitions and Inert Ammunition for the Detroit Arsenal

Ref: N/A

1. Purpose: GM review proposed policy
2. Discussion: See Attached
3. Recommendation: GM approve, sign and return to DPTMS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

IMNE-MIG-PL
Detroit Arsenal, MI

Room No. - Bldg.
Room 138W, Bldg 230

Phone No.

282-7867



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-ZA

MEMORANDUM FOR All Organizations at Detroit Arsenal (DTA)

SUBJECT: Policy Memorandum #31, Shipping and Receiving Training Aides, Dummy Munitions and Inert Ammunition for the Detroit Arsenal

1. REFERENCES: N/A

2. PURPOSE: To ensure proper procedures and notifications are established for shipping and receiving weapons type training aides, dummy munitions and inert ammunition to the Detroit Arsenal. Inbound mail shipments are being x-rayed at many garrison locations, this procedure is designed to reduce the implementation of a full-blown weapons of mass destruction response for known inert and dummy munitions and weapons.

3. APPLICABILITY: All organizations on the Detroit Arsenal.

4. POLICY: All organizations that ship training aides, dummy munitions and inert ammunitions to or from their activity will implement the following measures as the minimum effort.

5. PROCEDURES:

a. Shipping Training Aides/Dummy Munitions/Inert Ammunitions through the United States Postal Service (USPS) or Commercial Carrier.

(1) The person responsible for shipping the package will ensure the items are properly packaged and marked as Training Aides, Dummy Munitions or Inert Ammunition.

(2) The contents shall be double wrapped. The inner package shall have the sender's name and return address including the recipient's name, telephone number, and address. The inner package shall be marked Training Aides, Dummy Ammunition, or Inert Ammunition as appropriate.

(3) The outer package will have the sender's name, telephone number, and return address including the recipient's name, telephone number, and address. To prevent pilferage, the outer package will not contain any markings that identify the contents of the package.

(4) The package shall be shipped with instructions to immediately notify the recipient and his or her alternate upon arrival of the package.

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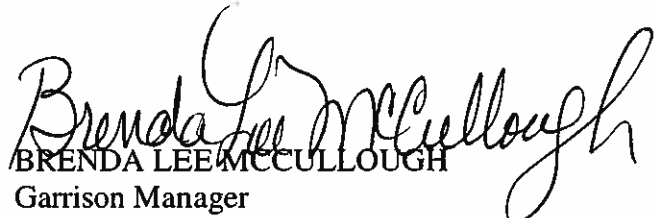
SUBJECT: Policy for Shipping and Receiving Training Aides, Dummy Munitions and Inert Ammunition for the Detroit Arsenal

(5) Once the package is shipped, the sender is responsible for notifying the recipient that a package has been shipped along with the estimated arrival date.

b. Receiving Shipments of Training Aides/Dummy Munitions/Inert Ammunition.

(1) The recipient is responsible for notifying the installation Shipping and Receiving point including the Mail Handling Facility by telephone and e-mail to alert them of the inbound package providing the sender's name, the primary recipient's name and telephone number, an alternate recipient name and telephone number, the approximate date of arrival, and a detailed description of the contents in the package.

6. PROPONENT: The proponent for this policy is Directorate of Logistics. Any questions or comments regarding this policy should be submitted to, Director of Logistics, at 586-282-5167.


BREND A LEE MCCULLOUGH
Garrison Manager